

**The United States Agency for International Development, USAID, India  
Is inviting applications for the position**

**Project Management Specialist (Democracy and Governance)**

**Closing Date: May 9, 2003**

**Job Summary:** Serves as a senior technical professional for matters related to Democracy and Governance (DG) activities, in particular in the area of administration of justice. Major responsibilities include program, design, management, monitoring and evaluation. Provides technical analytical support, coordinates efforts of multidisciplinary expert teams, drafts requisite documents related to project administration, including scopes of work, technical and financial reports, position papers, and reporting cables. Helps to develop and maintain data collection systems for monitoring of program impacts/results. Support discussions on opportunities for collaboration with senior government officials. Develops and maintains professional relationships with senior-level Government of India officials and the center and state levels, other mainline donors, and the legal community (including judges, prosecutors, lawyers and bar associations). The position requires considerable in-country travel.

**Qualifications:** A law degree is required. An additional advanced degree in a social science or management field related to international development is preferred.

**Experience and Abilities:** Four to six years of progressively responsible experience in a senior-level position related to democracy and governance activities. The candidate should have a strong grasp of human rights concerns, and legal sector reform or implementation issues in India. The candidate should possess a wide range of professional contacts in the democracy/governance and legal sectors in India. Preference will be given to those who have strategic planning and analysis, program management and evaluation skills. Applicant should demonstrate the ability to represent USAID in national and international forums related to legal reform and human rights issues. Outstanding written and oral presentation skills, particularly in the areas of democracy/governance and legal sector reform are essential. Strong interpersonal skills and the ability to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team are expected. Excellent word processing and analytic computer skills are required (preferably in Microsoft Office).

**Compensation Package:** The compensation package will be determined based on qualifications, experience and current earnings. The compensation package is comparable with the best in the market.

**Application Deadline:** May 9, 2003

**How to Apply:** Send applications with complete bio-data **clearly stating current and expected salary** to:

Chief, Personnel Management & Training  
USAID  
American Embassy, West Building

Shantipath, Chanakyapuri  
New Delhi-110021  
Fax Nos.: 24198454 or 24198612

Persons employed in government or semi-government organizations should apply through proper channels. Candidates who had applied earlier for this position need not apply again. Telephone enquiry will not be entertained. Only short-listed applicants will be invited for interviews.

It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability or sexual orientation.